

Memo

Date: September 14th 2006

From: F. Pilat, P. Sampson

*To: J. Benante, D. Bruno, W. Christie, A. Drees, G. Ganetis, C. Gardner,
J.W. Glenn, J. Haggerty, D. Hseuh, P. Ingrassia, Y. Makdisi, I. Marneris,
C. Montag, E. O'Brien, C. Pearson, A. Pendzick, F. Pilat, A. Rusek, T. Russo,
J. Sandberg, P. Sampson, J. Tuozzolo, R. Zaharatos, A. Zaltsman, A. Zhang*

cc: D. Barton, W. Fischer, R. Karol, D. Lowenstein, P. Pile, T. Roser

Subject: Minutes From Meeting on Maintenance Policy for RHIC Run 7

Attending: J. Benante, W. Christie, C. Gardner, J. Haggerty, P. Ingrassia, Y. Makdisi, E. O'Brien, C. Pearson, A. Pendzick, F. Pilat, J. Sandberg, P. Sampson, J. Tuozzolo, R. Zaharatos, A. Zaltsman

We met on Wednesday September 13 to discuss and define the plans for scheduled maintenance for the upcoming Run-7, as a follow-up from discussions on maintenance we had at the RHIC Retreat in July.

This is a summary of the topics discussed and agreed upon.

- Maintenance Days will occur every two weeks on Wednesdays.
- The standard duration for Maintenance Day work will be 8 hours.
 - This translates into a minimum of 12 hours down time with beginning and end effects.
- The default start time for injectors requiring LOTO prior to entry will be 6:00 a.m.
 - The goal is to have the machines available for access by workers at 8:00 a.m. sharp. (This impacts the physics program and APEX, as refilling will not be available between 6am and 8am the day of maintenance).
- RHIC start work time is 8:00 a.m.
- Operational testing shall remain part of each job.
 - Time for these tests shall be included in the job request.
- Recovery periods will be explicit part of the Maintenance Day Schedule and occur as soon as machines become available.
- Access will be done on Controlled Access when possible to minimize the need for sweeps and additional LOTO.
- Technicians from STAR and PHENIX should be trained for active roles in the experiments sweeps. That will free personnel for other maintenance and recovery activity.

- CAD, STAR and PHENIX will generate a list of installation and upgrade work for system and detectors – other than repairs and preventive maintenance - that are planned for Maintenance Days during Run-7. To have an overall list upfront should allow better planning, as it was discussed at the Retreat. In the event of a delayed start of the run, the lists may change and needs to be kept up to date.
- The issue of Booster maintenance when both NSRL and RHIC are running was brought up and discussed. That consideration should be part of the scheduling of the next NSRL run in spring 07.

These issues may of course be revisited if plans for the run or other circumstances change.

